

**Solicitation Amendment #2**

**1000251302**

**National Knowledge exchange roundtables in collaboration with Indigenous Peoples on Medical Assistance in Dying (MAID).**

**October 27, 2023**

**Front Cover**

**Delete:** Solicitation Closes at 2:00 PM - on October 30, 2023

**Add:** Solicitation Closes at 2:00 PM - on November 8, 2023

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**PART 3 - BID PREPARATION INSTRUCTIONS**

**Section II: Financial Bid**

**Delete:** in its entirety

**Add:** Bidders must submit their financial bid in accordance with the Basis of Payment Below.

**Note:** See Statement of work for additional deliverable details and due dates

<b>Milestone Payment</b>	<b>Key Deliverables</b>	<b>Due Date</b>	<b>Payment (%)</b>	<b>Payment (\$)</b>
1	Phase 1 – Co-design & Verify	December 15, 2023	35%	\$
2	Phase 2 – Plan	January 19, 2024	25%	\$
3	Phase 3 – Convene & Facilitate	March 31, 2024	25%	\$
4	Phase 4 – Final Reporting	June 30, 2024	15%	\$
<b>Total</b>			<b>100%</b>	<b>\$</b>

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**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1.1.2 Point Rated Technical Criteria**

**Delete:** in its entirety

**Add:**

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the criteria.				
Criteria #	Point-Rated Resource Criteria (PRC)	Page # of Bidder's Proposal	Points	
			Maximum Points Allocated	Number of Points Scored
PRC1	<p><b>Quality of Work Plan, Approach and Methodology</b></p> <p>In support of <b>M6</b>, the approach and methodology, including data collection, knowledge translation and reporting in the work plan should clearly address all Requirements (Section 3.1B Work Phases and 3.1C SBGA+) in the SOW.</p> <p><b>Scoring Criteria</b></p> <ul style="list-style-type: none"> <li>3 points – <b>some</b> approaches and methods addressing some or all Requirements in the SOW are identified and they may or may not contain a description of each method and may or may not contain advantages/limitations of each of these methods;</li> <li>6 points – <b>all</b> approaches and methods addressing all Requirements in the SOW are identified without either a description of each method or the advantages/limitations of each of these methods;</li> <li>9 points – all approaches and methods addressing all Requirements in the SOW are identified with a description of each method and the advantages/limitations of each of these methods.</li> </ul>		9	
PR2	<p><b>Evidence of planning for inclusion of target audiences as described in the SOW (Section 3.1A)</b></p> <p><b>Scoring Criteria</b></p> <ul style="list-style-type: none"> <li>3 points – evidence of planning for inclusion of <b>some</b> target audiences as described in the SOW is identified, and may or may not contain a description of each method/approach to how audiences will be included;</li> </ul>			

	<ul style="list-style-type: none"> <li>• 6 points – evidence of planning for inclusion of <b>all</b> target audiences as described in the SOW are identified and may or may not contain a description of each method/approach to how audiences will be included;</li> <li>• 9 points – evidence of planning for inclusion of <b>all</b> target audiences as described in the SOW are identified with a description of each method/approach to how audiences will be included.</li> </ul>		9	
PR3	<p><b>Experience with planning, facilitating and delivering roundtable discussions with Indigenous Peoples.</b></p> <p><b><u>Scoring Criteria</u></b></p> <p>The Bidder should demonstrate that they have experience designing and delivering Indigenous-focused research and/or engagement activities resulting in a report, paper, or framework document.</p> <p>2 points = 3 to 4 projects</p> <p>4 points = 5 to 6 projects</p> <p>6 points = 7 to 9 projects</p> <p>8 points = 10+ projects</p> <p>Please provide:</p> <ol style="list-style-type: none"> <li>a) The name of the client organization (to whom the services were provided);</li> <li>b) A brief description of the Bidder's role and scope of services provided as it relates to the criteria;</li> <li>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work) clearly indicating the period of continuous work; and</li> <li>d) The name and telephone number or e-mail address (or both, if available) of the client Project Authority to whom the Bidder reported.</li> </ol> <p>Canada reserves the right to contact client references to validate experience and deliverable quality.</p>		8	

<p><b>PR4</b></p>	<p><b>Inclusion of Indigenous people with lived experience (PWLE) in the project design – Refer to Appendix A of SOW for definition.</b></p> <p><b><u>Scoring Criteria</u></b></p> <p>The Bidder should demonstrate that they have experience working with Indigenous people with lived experience (PWLE) in the design of previous project.</p> <p>2 points = 3 to 4 projects</p> <p>4 points = 5 to 6 projects</p> <p>6 points = 7 to 9 projects</p> <p>8 points = 10+ projects</p> <p>Please provide:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization (to whom the services were provided);</li> <li>b) A brief description of the Bidder’s role and scope of services provided as it relates to the criteria;</li> <li>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work) clearly indicating the period of continuous work; and</li> <li>d) The name and telephone number or e-mail address (or both, if available) of the client Project Authority to whom the Bidder reported.</li> </ul> <p>Canada reserves the right to contact client references to validate experience and deliverable quality</p>		<p>8</p>	
<p><b>PR5</b></p>	<p><b>Experience in working with diverse Indigenous populations in a culturally safe and manner.</b></p> <p><b><u>Scoring Criteria</u></b></p> <p>The Bidder should demonstrate that they have past experience working with diverse Indigenous populations in a culturally safe and manner, respectful of cultural protocols of First Nations (off and on reserve/status and non-status), Inuit and Métis.</p> <p>2 points = 3 to 4 projects</p> <p>4 points = 5 to 6 projects</p> <p>6 points = 7 to 9 projects</p> <p>8 points = 10+ projects</p> <p>Please provide:</p>		<p>8</p>	

	<p>a) The name of the client organization (to whom the services were provided);</p> <p>b) A brief description of the Bidder's role and scope of services provided as it relates to the criteria;</p> <p>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work) clearly indicating the period of continuous work; and</p> <p>d) The name and telephone number or e-mail address (or both, if available) of the client Project Authority to whom the Bidder reported.</p> <p>Canada reserves the right to contact client references to validate experience and deliverable quality.</p>			
<p><b>PR6</b></p>	<p><b>Evidence of ability to access and leverage a network of diverse Indigenous people to participate in the roundtables.</b></p> <p><b><u>Scoring Criteria</u></b></p> <p>The Bidder should demonstrate that they have past experience working in partnership and accessing a network of diverse Indigenous audiences to participate in engagement or research projects.</p> <p>2 points = 3 to 4 projects  4 points = 5 to 6 projects  6 points = 7 to 9 projects  8 points = 10+ projects</p> <p>Please provide:</p> <p>a) The name of the client organization (to whom the services were provided);</p> <p>b) A brief description of the Bidder's role and scope of services provided as it relates to the criteria;</p> <p>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work) clearly indicating the period of continuous work; and</p> <p>d) The name and telephone number or e-mail address (or both, if available) of the client Project Authority to whom the Bidder reported.</p> <p>Canada reserves the right to contact client references to validate experience and deliverable quality.</p>		<p>8</p>	

<p><b>PR7</b></p>	<p><b>Evidence of understanding MAID legislation, policy and delivery in Canada.</b></p> <p><b><u>Scoring Criteria</u></b></p> <p>The Bidder had worked on projects in the field of medical assistance in dying and/or palliative care and/or end-of-life care.</p> <p>4 points = 1 to 2 projects 6 points = 3+ projects</p> <p>Please provide:</p> <ul style="list-style-type: none"> <li>a) The name of the client organization (to whom the services were provided);</li> <li>b) A brief description of the Bidder's role and scope of services provided as it relates to the criteria;</li> <li>c) The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work) clearly indicating the period of continuous work; and</li> <li>d) The name and telephone number or e-mail address (or both, if available) of the client Project Authority to whom the Bidder reported.</li> </ul> <p>Canada reserves the right to contact client references to validate experience and deliverable quality.</p>		<p>6</p>	
<p><b>Points Total (min of 35 points to pass)</b></p>			<p><b>Max Points:56</b></p>	<p><b>Points Scored:</b></p>

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**PART 6 - RESULTING CONTRACT CLAUSES**

**6.4.1 Period of the Contract**

**Delete:** in its entirety

**Add:** The period of the Contract is from date of Contract to September 30, 2024.

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## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.7.3 Milestone Payments - Not subject to holdback**

**Delete:** in its entirety

**Add:** Canada will make milestone payments in accordance with the Schedule of Milestones detailed below and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### **Initial Contract Period**

**Note:** See Statement of work for additional deliverable details and due dates

<b>Milestone Payment</b>	<b>Key Deliverables</b>	<b>Due Date</b>	<b>Payment (%)</b>
1	Phase 1 – Co-design & Verify	December 15, 2023	35%
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<b>Total</b>			<b>100%</b>

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## **ANNEX "A" STATEMENT OF WORK**

### **2.2. OBJECTIVES OF THE REQUIREMENT**

**Delete:** ...The contractor should build in service payments for Elders, Knowledge Keepers, people with lived experience and other considerations to include Indigenous Cultural Knowledge...

**Add:** The contractor should factor in service payments, honorariums or other models of payment for Elders, Knowledge Keepers, people with lived experience and other considerations to include Indigenous Cultural Knowledge.

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## **ANNEX "A" STATEMENT OF WORK**

### **3.1. TASKS, ACTIVITIES, DELIVERABLES AND/OR MILESTONES**

**Delete:** in its entirety

**Add:** The objectives of the contracted work are, in conjunction with Indigenous Partners, people with lived experience (Refer to Appendix A) and Health Canada, to create a plan, organize, and facilitate a series of 12 knowledge exchange roundtables to convene targeted and open dialogues on MAID with Indigenous Peoples.

- At least 6 roundtables must be held in-person with a hybrid virtual option (if appropriate) and plan to cover a range of geographic locations in Canada. A maximum of 20 in-person participants should be included in each roundtable, with no limit on the number of virtual participants, if appropriate.
- 6 fully virtual meetings may be planned with no limit on the number of participants.
- At least half of the roundtables should include live graphic design.
- Roundtables must ensure cultural safety, accessibility, and public health safety protocols are in place.
- Roundtables can be combined into multi-day events with various audiences or be individual sessions.

Contract includes:

- Handling logistical considerations of the roundtables
  - i.e., facilitation, interpretation, liaising with and inviting/recruiting key stakeholders /participants, identifying and inviting Elders and Knowledge Keepers, arranging for mental health supports for participants, note-taking, securing location, ensuring accessibility and technological requirements are met, arranging and paying for travel and accommodation costs of participants and Contractor's staff, as required for in-person/hybrid roundtables, remuneration or honorariums for participants as needed, promoting the national roundtables as appropriate, registration of participants, printed and online materials, hospitality (e.g. meals, refreshments) for in-person/hybrid roundtables as appropriate etc.; and
- Planning considerations in conjunctions with Health Canada
  - i.e. engaging with Indigenous Partners when devising appropriate themes / agenda / roundtable structure, ensuring Peoples-Specific cultural protocols are followed, determining timing / scheduling of roundtables, determining appropriate roles, data, privacy and confidentiality considerations etc.).

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## **ANNEX "A" STATEMENT OF WORK**

### **3.1B Work Phases - Phase 1 – Co-design & Verify Plan**

**Delete:** in its entirety

**Add:** *Task:* In conjunction with HC, design a plan and timeline for carrying out the work, as described above. This includes the following criteria:

- List and justification of key participants to be invited;
- Logistical plan – location, structure, format and design of roundtables;
- Demonstrating how participants will be approached and grouped in which roundtables;
- Determining themes by roundtable (as appropriate);
- Determine strategic direction and overall approach to roundtables;



- Prepare detailed processes and questions for use in support of the facilitation and note-taking;
- Prepare culturally appropriate active engagement activities that facilitate dialogue throughout each roundtable session;
- Plan for the analysis, reporting and evaluating the roundtables;
- Data, privacy and confidentiality considerations; and
- Other related tasks, as required.

This first phase will include communication back and forth between the Project Authority and the contractor to ensure the plan is designed to the satisfaction of Health Canada and with Indigenous partner input, and that the contractor has appropriate access to relevant background documents on MAID and key contact information.

Locations of roundtables to be determined in this phase, in collaboration with Project Authority.

*Deliverable/Timeline:* Outline of draft plan describing the above criteria by December 15, 2023.

## **ANNEX "A" STATEMENT OF WORK**

### **3.1B Work Phases - Phase 2 – Plan**

**Delete:** in its entirety

**Add:** *Task/ Criteria:* Actively prepare/organize roundtables, including:

- Document review on the topic of MAID and key issues for Indigenous Peoples (Health Canada to provide some materials and contractor to supplement with other materials)
- Plan roundtable themes, content, facilitation guides, meeting materials, agendas;
- Contact and invite participants, including Elders and Knowledge Keepers; and
- Plan all logistical considerations, including budget, travel and accommodations of participants and Contractor's staff, as required.
- *Deliverable/Timeline:* Meeting materials including above criteria and summary document of logistical plans and considerations document by January 19, 2023.

## **ANNEX "A" STATEMENT OF WORK**

### **4.1. CANADA'S OBLIGATIONS**

**Add:** • Provide contractor with key stakeholder list.

## **ANNEX "A" STATEMENT OF WORK**

### **4.3. TRAVEL**

**Delete:** in its entirety

**Add:** All travel must be paid by the vendor.

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**ANNEX "A" STATEMENT OF WORK**

**4.4. LOCATION OF WORK, WORK SITE AND DELIVERY POINT**

**Delete:** in its entirety

**Add:** The work will take place in the Contractor's office (i.e., remotely) and any planned events will either take place in-person in a location chosen in conjunction with Health Canada, or take place using virtual meeting platforms that are acceptable to Health Canada, unless otherwise specified. The Contractor is expected to be on-site for in-person/hybrid roundtables. Work will be emailed between the Contractor and the Departmental Representative via email.

**All other terms and conditions remain the same.**